CITY OF CALEXICO

Budget Calendar

JANUARY →
* Goal setting and strategic planning session

FEBRUARY →
* Budget Manual distribution to departments
* Budget Calendar to City Council

MARCH →
* General Fund revenue estimates and net cost worksheet distribution
* Departments prepare Budget Requests
* Department Budgets submitted to Finance Department

APRIL →
* Departmental budget reviews by Finance
* Position Allocation and Salary & Benefit data review by Human Resources
* Data entry of Proposed Budget

MAY →
* City Manager, Finance Director and Department Head reviews Requested and Recommended Budgets
* Update Capital Improvement Plan and prepare Capital Outlay List for Budget
* Adjustments & Augmentations submitted for consideration at Budget Workshop

JUNE →
* Tabulation presented to City Council
* "Proposal to Balance" the Proposed Budget with Adjustments prepared
* Proposed Budget documents available to public
* Public Budget Workshop
* Adopt Resolutions approving the Final Budget, Capital Improvement Plan, Authorized Position Allocations, and Appropriations Limit

JULY →
* Compile Final Budget document for printing and distribution

ONGOING →
* Monthly Budget-to-Actual review
* Quarterly Financial Statements to City Council
* Budget analysis, Transfer of Appropriations, and Budget Amendment Resolutions